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Received 15 June 53

FR-4-2229

JAK

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Security Information

12 June 1953

MEMORANDUM FOR: General Counsel
Director of Security
Assistant Director (Personnel)
Comptroller
Chief, Logistics Office
Chief, General Services Office
Chief, Medical Staff

SUBJECT : Suspense Items

1. The Acting Deputy Director (Administration) has requested that a tighter control be established over suspense items.

2. To further this end, this Office has just completed an extensive review of past suspense lists. A copy of the open items pertaining to your Office is attached. It will be appreciated if you would have someone in your Office review these items and advise [redacted] (Extension 3920) of the present status or expected completion date of each item by Thursday, 18 June 1953. [redacted] is knowledgeable as to the source of each item should there be any question in this connection.

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3. In the future whenever an item has not been received by the estimated completion date, [redacted] will telephone your office on the close of business that day in order to check on the status of the item.

25X1A

4. We would appreciate any comments you might have as to the present suspense system and as to any methods that might make it more effective.

25X1A [redacted]

Special Assistant to
Deputy Director
(Administration)

1 Attachment:
Suspense Items

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